



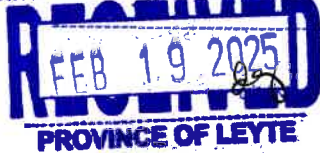
Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Palo, Leyte

Item No.: **02**
Date: **25 2025 FEB**

Province of Leyte
Legal Office

Released: *Spec*
Time: *Agno*
Date: *2-10-25*

SANGGUNIANG PANLALAWISAN



PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
February 18, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 25-03 of the Sangguniang Bayan of Inopacan, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. Ordinance No. 25-03 entitled: **An Ordinance Abolishing and Creating Some Positions and Amending for this Purpose the Organizational Structure and Staffing Pattern of the Local Government Unit of Inopacan, Leyte.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the corporate powers of the local government unit particularly covered under Section 447 (viii)¹ and Section 76² of the Local Government Code of 1991. Hence, this office recommends the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

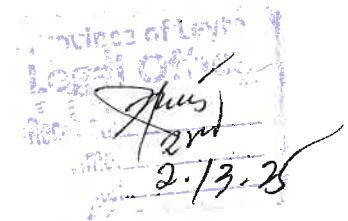
¹ Section 447 (viii)- Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² Section 76- Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

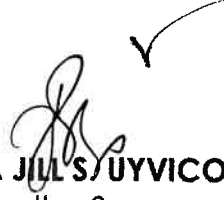
Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
13 February 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 25-03** of the **Municipality of Inopacan, Leyte**, entitled: **An Ordinance abolishing and creating some positions and amending for this purpose the organizational structure and staffing pattern of the Local Government Unit of Inopacan, Leyte.**

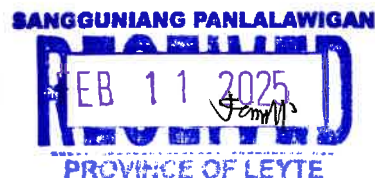

FLORINDA JIL SUYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIAN BAYAN



11 February 2025

Honorable Leonardo Javier Jr.
Vice Governor/Presiding Officer
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Thru:

Ms. Florinda Jill S. Uyvico
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Honorable Javier Jr.:

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 25-03** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled "**AN ORDINANCE ABOLISHING AND CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE**", for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting, *for reference*.

Sincerely,

MELANIE M. MARTIN-AO, MPA
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNANG BAYAN

12 February 2025

Honorable Leonardo Javier Jr.
Vice Governor/Presiding Officer
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Thru:

Ms. Florinda Jill S. Uyvico
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Honorable Javier Jr.:

Forwarding herewith 1 original copy and 15 photocopies of the **Organizational Structure and Staffing Pattern of Inopacan, Leyte C.Y. 2025** as supporting document for the submitted **Ordinance No. 25-03** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled **"AN ORDINANCE ABOLISHING AND CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**. Said Ordinance was submitted last 11 February 2025.

Thank you very much.

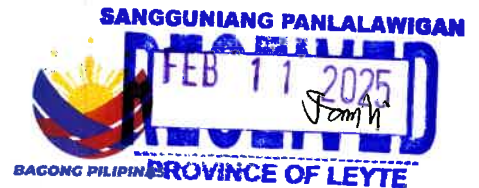
Sincerely,

MELANIE M. MARTIN-AO, MPA
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan
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15TH SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
15th SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON
FEBRUARY 4, 2025 AT THE SB SESSION HALL

PRESENT:

Hon. Sanders C. Lumarda	-Vice Mayor, Presiding Officer
Hon. Fernando B. Rulete	-SB Member
Hon. Andrew B. Dedal	-SB Member
Hon. Zenaida G. de los Santos	-SB Member
Hon. Joel D. Bernales	-SB Member
Hon. Alfie Jian B. Yamson	-SB Member
Hon. Daria D. Malanguis	-SB Member
Hon. Rowena K. Madrazo	-SB Member
Hon. Diosdado P. Siao	-SB Member
Hon. Panfila I. Alonzo	-SB Member (LnB Pres.)
Hon. Nathaniel Dave M. Katigbe	-SB Member (PSK Pres.)

ABSENT:

None

AUTHOR: Hon. Andrew B. Dedal
CO-AUTHORS: Honorable Joel B. Bernales
Honorable Zenaida G. de los Santos
Honorable Fernando B. Rulete
Honorable Diosdado P. Siao

WHEREAS, section 76 of RA 7160 states that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC);

WHEREAS, the Local Chief Executive recommended to this August Body for a creation of positions and abolition of some vacant positions;

WHEREAS, section 5.2 of NDRRMC, DILG, DBM and CSC Joint Memorandum Circular No. 2014-01 dated on April 04, 2014 states that LDRRMO shall be initially composed of a Local DRRM Officer to be assisted by three (3) staff responsible for: 1.) Administration and Training; 2.) Research and Planning; 3.) Operations and Warning;

WHEREAS, in compliance with the said circular, some unfilled positions of organization structure and staffing pattern shall be abolished so that the budget of said positions be utilized for newly created mandatory positions subject to PS limitations;



(ordinance no. 25-03 of the sangguniang bayan of inopacan, leyte dated february 4, 2025, continued)

NOW THEREFORE, premises considered on motion of Honorable Andrew B. Dedal, duly seconded by all the Members present, be it

RESOLVED as it is hereby **RESOLVED** to enact the following;

Ordinance No. 25-03

“AN ORDINANCE ABOLISHING AND CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE”

BE IT ORDAINED by the Sangguniang Bayan of Inopacan, Leyte that;

SECTION 1. The following positions are hereby abolished as follows:

Local DRRM Officer I, SG 11	Office of the Mayor
Admin Aide IV (Driver II), SG 4	Office of the Mayor

SECTION 2. Two (2) positions of Local DRRM Assistant with Salary Grade 8 under the Office of the Mayor are hereby created.

SECTION 3. For all intents and purposes the amended organizational structure and staffing pattern is hereto attached and made as integral part of this Ordinance.


SECTION 4. Repealing Clause. All ordinances, resolutions, orders, and/or rules and regulations inconsistent herewith are hereby repealed and modified accordingly.

SECTION 5. Separability Clause. If any section or provision of this Ordinance is declared void or unconstitutional, the remaining section or provision thereof shall not be affected by such declaration.

SECTION 6. Effectivity Clause. This Ordinance shall take effect immediately upon its approval.

ENACTED this 4th day of February 2025 at Inopacan, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian




(ordinance no. 25-03 of the sangguniang bayan of inopacan, leyte dated february 4, 2025, continued)

ATTESTED:

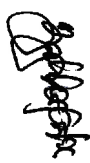

HON. SANDERS C. LUMARDA
Vice Mayor
Presiding Officer

APPROVED:


HON. ROGELIO L. PUA, JR.
Municipal Mayor

Date 02-07-2025





Angus Palomay





Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY those copies of **Ordinance No. 25-03** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **"AN ORDINANCE ABOLISHING AND CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**, has been posted in the bulletin board in the municipal hall/building and in conspicuous places of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this 7th day of **February 2025**, at **Inopacan, Leyte**.


MELANIE M. MARTIN-AO, MPA
Secretary to the Sanggunian

ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN
Inopacan, Leyte
C.Y. 2025

Page 01

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
1	<u>OFFICE OF THE MAYOR</u>				
1.1	Municipal Mayor I	Rogelio D. Pua, Jr.	G-27/s2	104,346.00	15,000.00
1.10	Engineer II (Agricultural and Biosystems Engineer)	(V a c a n t)	G-16/s1	31,212.00	2,000.00
1.6	Senior Admin. Asst. III (Private Secretary II)	Alfredo U. Nuñez	G-15/s1	28,810.00	2,000.00
1.9	Local DRRM Officer II	Mark Dave B. Dadulo	G-15/s1	28,810.00	2,000.00
1.12	Tourism Operations Officer II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
1.13	Cooperatives Development Specialist II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
1.14	Labor and Employment Officer II	(V a c a n t)	G-13/s1	24,653.00	2,000.00
1.11	Youth Development Officer I	(V a c a n t)	G- 10/s1	18,286.00	2,000.00
1.15	Local DRRM Assistant	(V a c a n t)	G-8/s1	15,401.00	2,000.00
1.16	Local DRRM Assistant	(V a c a n t)	G-8/s1	15,401.00	2,000.00
1.3	Admin. Aide VI (Utility Foreman)	Bruce Arean C. Flores	G- 6/s1	13,691.00	2,000.00
1.4	Admin. Aide IV (Driver II)	(V a c a n t)	G- 4/s1	12,157.00	2,000.00
1.5	Admin. Aide I (Utility Worker I)	Marites B. Aporador	G- 1/s4	10,397.00	2,000.00
2	<u>OFFICE OF THE MUNICIPAL VICE –MAYOR</u>				
2.1	Municipal Vice-Mayor I	Sanders C. Lumarda	G-25/s2	81,719.00	14,250.00
2.2	Admin. Aide I (Utility Worker I)	Allan C. Repollo	G-1/ s6	10,571.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
3	<u>OFFICE OF THE SANGGUNIANG BAYAN</u>				
3.1	SB Member I	Fernando B. Rulete	G-24/s3	72,923.00	12,750.00
3.2	SB Member I	Andrew B. Dedal	G-24/s3	72,923.00	12,750.00
3.3	SB Member I	Zenaida G. de los Santos	G-24/s3	72,923.00	12,750.00
3.4	SB Member I	Joel D. Bernales	G-24/s3	72,923.00	12,750.00
3.5	SB Member I	Alfie Jian B. Yamson	G-24/s3	72,923.00	12,750.00
3.6	SB Member I	Daria D. Malanguis	G-24/s2	71,751.00	12,750.00
3.7	SB Member I	Rowena K. Madrazo	G-24/s2	71,751.00	12,750.00
3.8	SB Member I	Diosdado P. Siao	G-24/s3	72,923.00	12,750.00
3.9	SB Member I (ABC President)	Panfila I. Alonzo	G-24/s1	70,599.00	12,750.00
3.10	SB Member I (SK Fed. President)	Nathaniel Dave M. Katigbe	G-24/s1	70,599.00	12,750.00
3.11	MGDH I (Sec. to the Sangguniang Bayan)	Melanie M. Matin-ao	G-24/s2	71,751.00	12,750.00
3.15	Local Legislative Staff Assistant III	Minerva M. Bisnar	G-10/s1	18,286.00	2,000.00
3.14	Local Legislative Staff Assistant I	Narcis Lean N. Montajes	G- 6/s1	13,691.00	2,000.00
3.13	Process Server	Junrey B. Villas	G- 5/s5	13,304.00	2,000.00
4	<u>OFFICE OF THE MUNICIPAL TREASURER</u>				
4.1	MGDH I (Municipal Treasurer)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
4.8	Admin. Asst. II (Disbursing Officer II)	Giovanni K. Inocente	G- 8/s3	15,681.00	2,000.00
4.2	Revenue Collection Clerk I	Aileen B. Horca	G- 5/s2	13,004.00	2,000.00
4.3	Revenue Collection Clerk I	Buenaventura C. Oca	G- 5/s1	12,904.00	2,000.00
4.4	Revenue Collection Clerk I	Gilbert L. Miranda	G- 5/s3	13,103.00	2,000.00
4.5	Revenue Collection Clerk I	Ranilo A. Montajes	G- 5/s8	13,613.00	2,000.00
4.6	Admin. Aide III (Clerk I)	Marilou K. Lawag	G- 3/s3	11,626.00	2,000.00
4.7	Admin. Aide I (Utility Worker I)	Melfreda L. Bisnar	G- 1/s7	10,660.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>5</u>	<u>OFFICE OF THE MUNICIPAL ASSESSOR</u>				
5.1	MGDH I (Municipal Assessor)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
5.6	Administrative Officer I (Records Officer I)	Sharlo A. Boldios	G-10/s2	18,439.00	2,000.00
5.2	Assessment Clerk I	Floramie G. Rosenas	G- 4/s2	12,251.00	2,000.00
5.3	Tax Mapping Aide	Robert Michael C. Palo	G- 4/s2	12,157.00	2,000.00
5.4	Tax Mapping Aide	Richard R. Projo	G- 4/s1	12,251.00	2,000.00
5.5	Admin. Aide I (Utility Worker I)	Arnel M. Chiong	G- 1/s1	10,148.00	2,000.00
<u>6</u>	<u>OFFICE OF THE MUNICIPAL ACCOUNTANT</u>				
6.1	MGDH I (Municipal Accountant)	Nancy Clyde M. Abella	G-24/s3	72,923.00	12,750.00
6.2	Supervising Admin. Officer (Mgt. & Audit Analyst IV)	Verhaert B. Nirza	G-22/s2	56,964.00	2,000.00
6.3	Admin. Aide IV (Accounting Clerk I)	Domingo L. Kudera, Jr.	G- 4/s1	12,157.00	2,000.00
<u>7</u>	<u>OFFICE OF THE MUNICIPAL BUDGET OFFICER</u>				
7.1	MGDH I (Municipal Budget Officer)	Michelle G. De Los Santos	G-24/s1	70,599.00	12,750.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>8</u>	<u>OFFICE OF THE MPDC</u>				
8.1	MGDH I (Mun. Planning and Dev't Coordinator)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
8.3	Planning Officer II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
8.5	Draftsman I	Lolito B. Dacera	G- 6/s8	14,446.00	2,000.00
<u>9</u>	<u>OFFICE OF THE MUNICIPAL ENGINEER</u>				
9.1	MGDH I (Municipal Engineer)	Aniano B. Bacor III	G-24/s8	79,034.00	12,750.00
9.2	Meter Reader II	Joel D. Bisnar	G- 6/s7	14,336.00	2,000.00
9.3	Engineering Aide	Roselo R. Piamonte	G- 4/s6	12,631.00	2,000.00
<u>10</u>	<u>RURAL HEALTH UNIT</u>				
10.1	MGDH I (Municipal Health Officer)	Josephine O. Zafico	G-24/s3	97,230.00	12,750.00
10.2	Nurse II	Alisa A. Geromo	G-16s/3	42,494.00	2,000.00
10.3	Midwife III	Editha D. Dolayba	G-13/s8	35,141.00	2,000.00
10.4	Midwife II	Pamela O. Cerlos	G-11/s8	30,587.00	2,000.00
10.5	Midwife II	Susan M. Dadula	G-11/s8	30,587.00	2,000.00
10.10	Medical Technologist I	Louella A. Sanchez	G-11/s2	28,796.00	2,000.00
10.8	Midwife I	Adora L. Cariaga	G- 9/s8	23,551.00	2,000.00
10.11	Midwife I	Elisa C. Sungahid	G- 9/s6	23,162.00	2,000.00
10.14	Midwife I	Norma E. Bonganciso	G- 9/s4	22,780.00	2,000.00
10.15	Midwife I	Jim Mar Q. Lemita	G- 9/s1	22,219.00	2,000.00
10.16	Midwife I	(V a c a n t)	G- 9/s1	22,219.00	2,000.00
10.6	Sanitation Inspector I	Rainfredo S. Inocente, Jr.	G- 6/s3	18,537.00	2,000.00
10.7	Admin Aide IV (Driver II)	Hanzel M. Joseph	G- 4/s3	16,460.00	2,000.00
10.9	Admin Aide IV (Driver II)	Jose C. Lawag	G- 4/s7	16,971.00	2,000.00
10.12	Nursing Attendant I	Enrique R. Tudio	G- 4/s7	16,971.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>11</u>	<u>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</u>				
11.1	MGDH I (Municipal Civil Registrar)	Sarah L. Bernales	G-24/s7	77,764.00	12,750.00
11.3	Process Server	Francis A. Dacera	G- 5/s6	13,408.00	2,000.00
11.2	Admin. Aide I (Utility worker I)	Jorge L. Madrazo	G- 1/s3	10,311.00	2,000.00
<u>12</u>	<u>OFFICE OF THE MUNICIPAL ADMINISTRATOR</u>				
12.1	MGDH I (Municipal Administrator)	Francis Jonathan B. Phua	G-24/s2	71,751.00	12,750.00
12.2	Administrative Aide IV (Admin. Services Aide)	Mildred D. Dolayba	G- 4/s8	12,826.00	2,000.00
<u>13</u>	<u>OFFICE OF THE MUNICIPAL AGRICULTURIST</u>				
13.1	MGDH I (Municipal Agriculturist)	Benedick B. Lawagon	G-24/s2	71,751.00	12,750.00
13.5	Agriculturist II	Rico B. Dotollo	G-15/s2	29,108.00	2,000.00
13.2	Agricultural Technologist	Anirose C. Salazar	G-10/s2	18,439.00	2,000.00
13.3	Agricultural Technologist	(V a c a n t)	G-10/s1	18,286.00	2,000.00
13.4	Agricultural Technologist	(V a c a n t)	G-10/s1	18,286.00	2,000.00
13.6	Agricultural Technologist	(V a c a n t)	G-10/s1	18,286.00	2,000.00
<u>14</u>	<u>SOCIAL WELFARE & DEVELOPMENT OFFICE</u>				
14.1	MGDH I (MSWDO)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
14.7	Social Welfare Officer I	Maureen Zarah A. Cuban	G-11/s1	21,384.00	2,000.00
14.4	Day Care Worker I	Haidee B. Narido	G-6/s6	14,226.00	2,000.00
14.5	Social Welfare Aide	Lera M. Buhe	G- 4/s2	12,251.00	2,000.00
14.6	Admin Aide I (Utility Worker I)	Ryan A. Mahay	G- 1/s2	10,225.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>15</u>	<u>OFFICE OF THE ENVIRONMENT & NATURAL RESOURCES OFFICER</u>				
15.1	MGDH I (Mun. Envi. & Natural Resources Officer)	Alfredo D. Galo, Jr.	G-24/s7	77,764.00	12,750.00
<u>18</u>	<u>OFFICE OF THE GENERAL SERVICES</u>				
18.1	MGDH I (Municipal General Services Officer)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
18.3	Admin. Aide IV (Driver II)	Eduardo C. Chiong, Jr.	G- 4/s3	12,345.00	2,000.00
18.4	Admin. Aide VI (Labor Foreman)	Edgar S. Espinosa	G- 6/s8	14,446.00	2,000.00
<u>19</u>	<u>OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER</u>				
19.1	MGDH I (Human Resource Management Officer)	Ricardo Eric S. Projo	G-24/s3	72,923.00	12,750.00

APPROVED:



HON. FERNANDO B. RULETE
SB Member



HON. ANDREW B. DEDAL
SB Member



HON. ZENAIDA G. DE LOS SANTOS
SB Member



HON. JOEL D. BERNALES
SB Member



HON. ALFIE JAN B. YAMSON
SB Member



HON. DARIA D. MALANGUIS
SB Member



HON. ROWENA K. MADRAZO
SB Member



HON. DIOSDADO P. SIAO
SB Member



HON. PANFILA J. ALONZO
SB Member
(ABC President)



HON. NATHANIEL DAVE M. KATIGBE
SB Member
(SK Federation President)



HON. SANDERS C. LUMARDA
Municipal Vice-Mayor



HON. ROGELIO D. PUA, JR.
Municipal Mayor